



**King County**  
**FUNCTIONAL ANALYST III**  
**DEPARTMENT OF EXECUTIVE SERVICES**  
**FINANCE & BUSINESS OPERATIONS DIVISION**  
**PAYROLL SYSTEMS & OPERATIONS SECTION**  
**Annual Salary Range: \$59,041 – \$74,838 (2005 Rates)**  
**Job Announcement: 05TS4939**  
**OPEN: 2/16/05      CLOSE: Open Until Filled**

**WHO MAY APPLY:** This career service position is open to all King County career service employees and the general public. Consideration will be given in that order.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Finance & Business Operations Division, Attention: Jemima deVera, M.S. EXC-ES-0720, Exchange Building, 7<sup>th</sup> Floor, 821 Second Ave, Seattle, WA 98104-1598.** Email applications are encouraged at **HR.FBOD@metrokc.gov**. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE:** Applications not received at the location specified above and those that are not complete may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form and data sheet](http://www.metrokc.gov/ohrm/jobs/JobApplications.htm), resume, completed supplemental questionnaire and letter of interest detailing your background and describing how you meet or exceed the requirements. Application forms may be found at: <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>.

**WORK LOCATION:** 821 Second Avenue, 7th Floor, Exchange Building, Downtown Seattle, WA 98104.

**WORK SCHEDULE:** This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. This position is paid on a bi-weekly schedule, every other Thursday, comprising a 40-hour workweek; normally Monday through Friday, 8:00 a.m – 5:00 p.m. May be required to work extended and/or flex scheduled work hours to respond to service needs.

**PRIMARY JOB DUTIES INCLUDE:** The position's primary responsibility is to provide functional support for King County's HR/Payroll systems and serve as a subject matter expert in HR/Payroll related areas.

- Serve as a functional analyst for all HRMS related issues on both PeopleSoft and MSA
- Responsible, in cooperation with other functional analysts assigned, for the communication of new guidelines, functional system set-ups, rate changes and other developments from Payroll Systems Support & Development with Supervisor consultation
- Serve as backup Functional Analyst for Payroll related functions on both the PeopleSoft and MSA HR/Payroll systems
- Manage change requests from stakeholders following the change management process
- Develop change request business cases (i.e. define the problem, pros, cons, suggestions, cost/benefit analysis; recommendations)
- Identify and document requirements and functional specifications
- Develop alternative analysis as required
- Review, revise and recommend new business processes and procedures
- Develop test requirements, plans and scripts

- Conduct thorough functional User Acceptance Test and other testing following standard methodology
- Transfer knowledge to stakeholders
- Document system processes, procedures and set ups
- Maintain specific functional area documentation in a library defined by Functional Lead
- Manage performance measures for assigned functional area
- Develop audit standards for transactions and data
- Serve as a guardian of system data integrity and liaison between end users and technical team
- Provide daily support, troubleshooting and establish/maintain strong partnership with technical counterpart and user community.
- Perform complex transactions and training for end users
- Maintain system set ups and conduct daily operational transactions as required
- Functional voice at end-user meetings and technical meetings
- Assist Technical Analysts with design solutions for application modifications, interfaces and reports
- Provide training to clients and serve as functional expert on system changes and process improvements for all functional areas and in particular focus on Time and Labor and Payroll subject areas
- Perform other Functional Analyst support duties as needed

**QUALIFICATIONS:**

- A Bachelor's degree in business, accounting, human resources or a closely related field or the equivalent combination of education and experience is required.
- A minimum of five years working in a functional/business analyst role supporting large payroll/accounting systems.
- A minimum of three years of operational experience with PeopleSoft HRMS performing functional analyst duties.
- A minimum of one year experience of mainframe based systems such as MSA/GEAC/Dun & Bradstreet
- Strong verbal and written communication.
- Skill in customer service and end user support.
- Skill in analysis and problem solving.
- Skill in developing effective recommendations on full range of issues involving the analysis of functional modules and automated systems.
- Demonstrated ability in decision-making and determining need to consult with others.
- Demonstrated ability in making presentations before groups and committees.
- Skill in preparing and interpreting instructional/training manuals, guidelines, and procedures.
- Proficient in the use of Microsoft Office.

**REQUIRED WORKING KNOWLEDGE:**

- Project management principles and techniques

**DESIRABLE QUALIFICATIONS:**

- Experience with Crystal Reporting

**NECESSARY SPECIAL REQUIREMENT:** Valid Washington State Driver's License or the ability to travel throughout the County in a timely manner.

**UNION STATUS:** This position is not represented.

**CLASS CODE: 733501**



## King County

### **SUPPLEMENTAL QUESTIONNAIRE FUNCTIONAL ANALYST III**

**Job Announcement No.: 05TS4939  
Payroll Systems & Operations Section  
Finance & Business Operations Division**

Please provide a concise written response to the following questions. You will be evaluated on your level and extent of experience, level of technical knowledge and clarity of response. Give examples from your work experience where you have performed such a range of duties. Your response should be limited to no more than 2 pages. Please include your name and job number at the top of each page.

1. Describe, in detail, your knowledge and experience using and/or supporting PeopleSoft HRMS, in general, and the Time and Labor and Payroll modules in particular.
2. Describe, in detail, your project management knowledge and experience.
3. Describe, in detail, your functional/business analyst role supporting large HR/payroll systems.
4. Describe your knowledge and experience using and/or supporting mainframe-based systems such as MSA/GEAC/Dun & Bradstreet.
5. Describe your End User Training experience including tools and methods used and number of end users trained.